



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.11	Vacant Shifts - Overtime Policy	PAGE: 1 OF 2
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 12/28/2017	Authorized: William Stephens, Director	

101.11.01 Purpose

To inform personnel of the policies and procedures regarding vacant shifts and distribution of overtime.

101.11.02 General

Overtime compensation is governed by the Charles County Government Personnel Policy and Procedures Manual, Chapter 5. This SOP is a Department of Emergency Services adjunct to Chapter 5.

101.11.03 Policy

1. Vacant shifts will be posted on Snap Schedule 365.
2. Immediate vacancies will be posted and announced on Snap Schedule 365 with secondary announcement via the employee mass notification system as needed.
3. For future vacant shifts:
 - a. Approximately two (2) weeks prior to the shift occurring, shift bids will be awarded for vacancies in the following order:
 - i. Part time employees,
 - ii. Full time employees earning compensatory time;
 - iii. Full time employees earning overtime.
4. If a shift bid contains only full time employees, then overtime for all bidders will be evaluated for that pay period. Hours will be awarded to the employee(s) with the least amount of scheduled overtime as of the date the shift is awarded.
5. Shifts may be split between full time and part time employees to ensure equitable distribution of hours.
6. The Operations Captains reserve the right to adjust and manage the postings as needed for shift coverage and equitable distribution of overtime.
7. Once an employee has been awarded a shift they become directly responsible for that shift's coverage should they no longer become able to fulfill that commitment.
8. Anytime an employee works a shift that is beyond their regularly scheduled work hours, they must complete and submit a *Charles County Department of Emergency Services Overtime Authorization Form* to accompany their time sheet. This includes time worked for EMS as well as collateral duty assignments (TEMS, Hazmat, special events, etc).



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9. Personnel who fail to submit *Overtime Authorization Forms* with their timesheet may be delayed in their overtime compensation. It is the employee's responsibility to track and submit their time worked and have *Overtime Authorization Forms* verified and signed by the appropriate supervisor.

101.11.04 Procedure

1. Personnel wanting to place a bid for a vacant shift on Snap Schedule 365 may do so by clicking on "Menu" and "Open shift bidding". Personnel will only see vacancies equal to their certification level. Shifts are listed in chronological order.
2. Partial shift hours may be requested for a vacant shift through the shift bid process outlined above, with the addition of the requested hours being added in the "Open Shift Notes" section of the bid.
3. Immediate vacant shift openings may be acquired via verbal or electronic confirmation with the on-duty Medical or Special Operations Duty Officer.
4. Filled vacancies shall be appropriately documented and updated by the on-duty Medical Duty Officer, Special Operations Duty Officer or by the Operations Captain once the shift has been filled.
5. Management shall be responsible for the accurate and timely upkeep of Snap Schedule 365.